Close all open applications prior to the execution of these instructions. Ie. MS Word, Outlook, Formflow….

1. Determine the number of the Common Printer Area desired; ie. 3A, 3B, 3C or 3D and click on the corresponding link below.
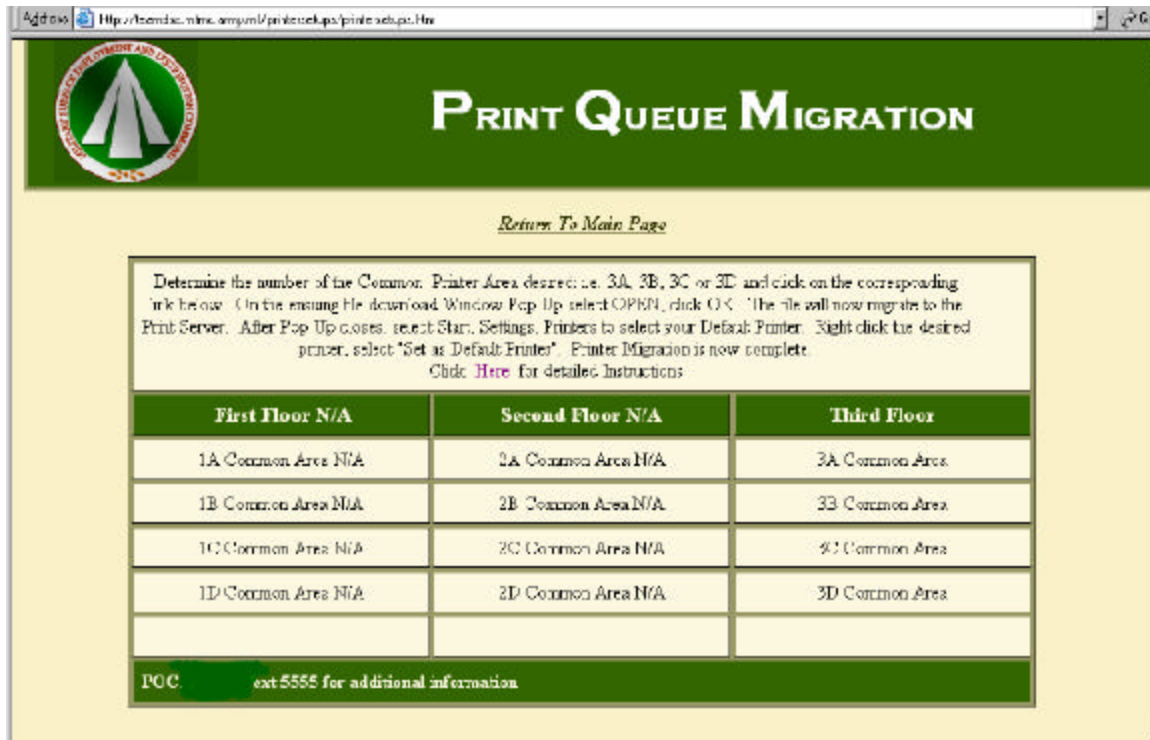

Figure 1

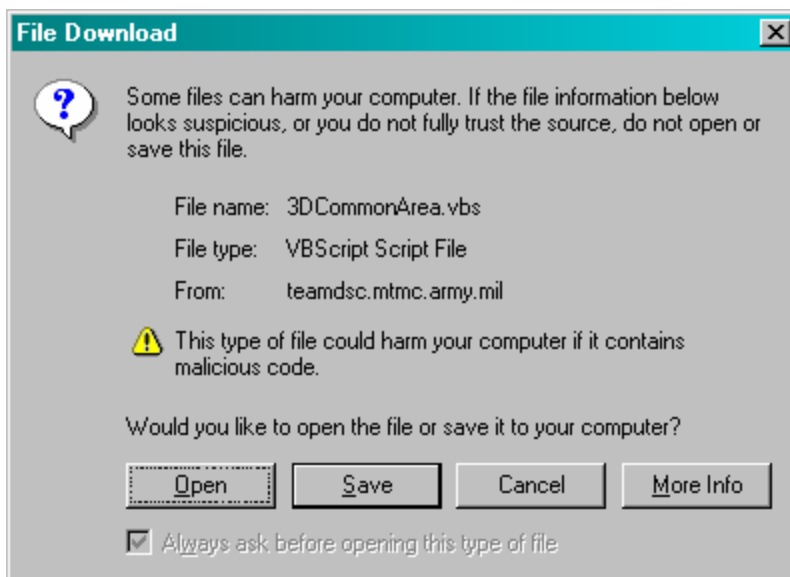2. On the ensuing File Download Window Pop Up select Open. See Figure 2.

Figure 2

File will now execute and migrate the Print Area you have selected to the new Print Server.

3. After POP UP closes, select Start, Settings, Printers to select your default printer. See Figure 3.
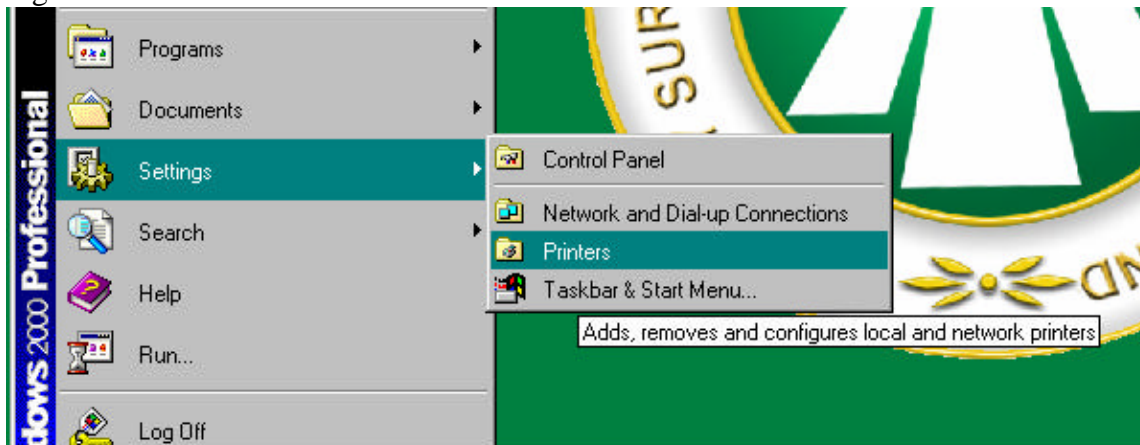
Figure 3

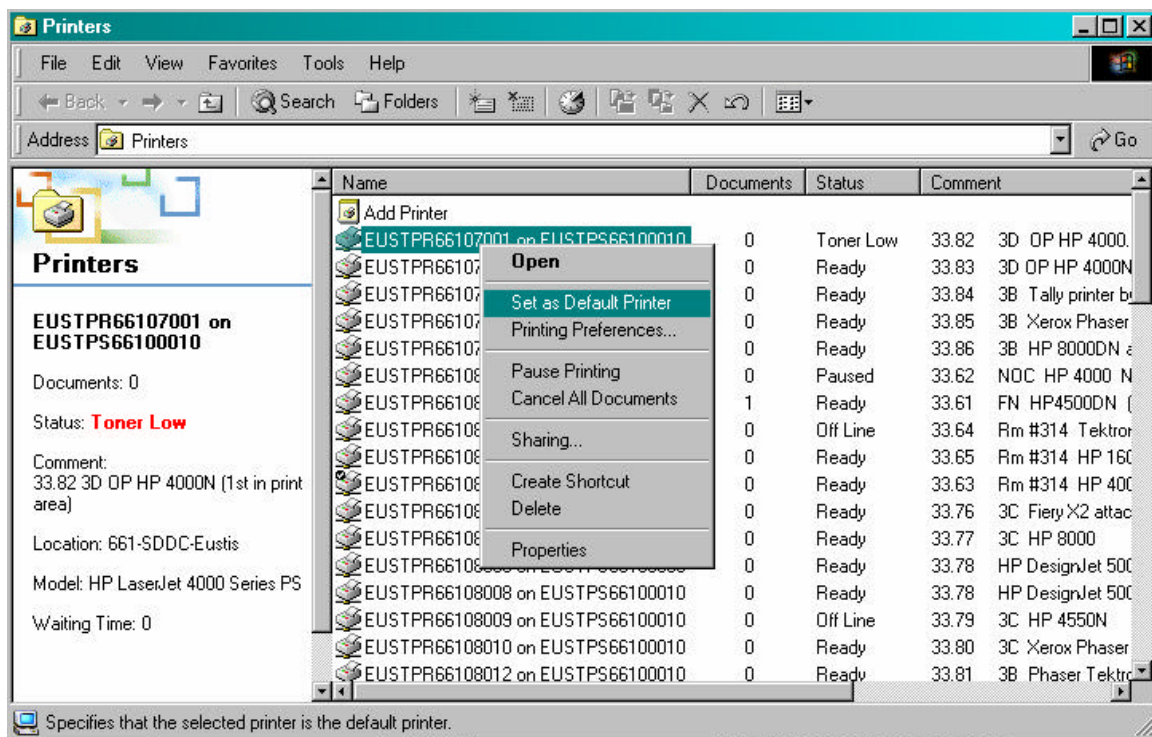4. Right mouse click the desired printer, select "Set as Default Printer". See Figure 4.

Figure 4

5. Click "F5" to refresh your screen. Your default printer now has a small black circle with a white check mark in it. This is now your default printer.
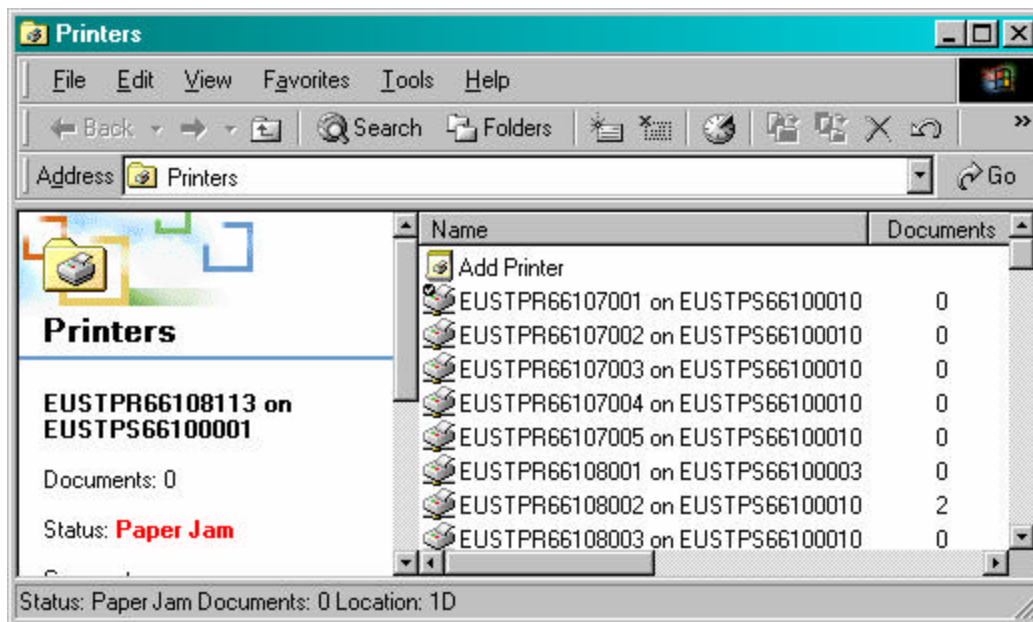
Figure 5

Printer Migration is now complete.

If any applications were open while this process was run. Please close the application/s and open them to reset your printers.